

INSTRUCTIONS FOR INCOME TAX GARNISHMENTS

- 1. Fill in Plaintiff's name and address (the person who filed the lawsuit).**
- 2. Fill in Defendant's name and address (the person or company you have a judgement against).**
- 3. On line #1 – type the amount of the judgement rendered on the day of the Small Claims/Landlord Tenant/General Civil hearing and the date the judgement was entered (the day you came to court for the hearing)**
- 4. On line # 2 – type in the amount the Defendant currently owes you. You may include additional costs that you have incurred after the Small Claims hearing and interest (refer to interest rates for money judgements).**
- 5. Date and sign where indicated by “Plaintiff/Agent/Attorney Signature”.**
- 6. The entire form is to be brought or mailed to the court along with a check for the \$15.00 filing fee. You may include this amount on Line #2 when filling out the form.**

The court will process the garnishment and mail all copies back to you EXCEPT the court copy.

*****ONCE YOU RECEIVE THE GARNISHMENT BACK, DO THE FOLLOWING*****

It is the Plaintiff's responsibility to serve the garnishment on the Garnishee and Defendant as follows:

Mail via certified mail the Garnishee copy only to the State of Michigan along with \$6.00 Disclosure Fee made payable to the State of Michigan. It is your responsibility to notify the Defendant by mailing his/her copy directly to the Defendant via first class mail. It is also the responsibility of the Plaintiff to take this envelope to the Post Office and ask for a PROOF OF MAILING receipt, which will cost an additional \$.90 (this cost, along with \$6.00 Disclosure fee and certified mail fee, can be added to line #2 of the garnishment). The 'Return Copy' of the Garnishment should be sent back to the court along with the signed green card, tracking slip and certificate of mailing slip.